

Library Trustees Meeting Minutes

Wednesday, August 11, 2021

Attendance and Additions to Agenda

Members Present: Jim Fowler, Judi Baraly, Maureen Spilsbury, Shannon Glidden, Diane Town, Karen Haskell (alternate) & Jen Haynes (Director)

Absent: Becky Bailey

A. Meeting called to order at 4:33

B. Minutes, July 2021

- Secretary absent from July Meeting – minutes not sent

C. Standing Reports:

1. Treasurer's Report – July 2021

- \$1600 from the Rotary was spent on children's books which were distributed at the book sale
- July 12 notation ARPA award of \$3244.00 must be spent in an allotted time. Shannon moved to accept this award, Diane seconded and the motion passed.

2. Director's Report

- Jen mentioned the butterfly garden \$1600 gift from Dee Hassett. Jen's father has made a bench for the garden and has refused reimbursement for his costs and time. We discussed a way to thank him and discussed a \$50 gift card to Charlestown Pizza. Maureen moved that we give him the gift card, Karen seconded, the motion passed. Diane moved that we accept the bench and Judy seconded. Motion passed. Jen asked that a photo of the bench be placed in the library.
- We discussed where to plant the butterfly garden which needs to be accomplished soon. Jen will talk to Hemingway Gardens to decide what plants she would like to purchase.
- We also discussed the date for the garden and bench dedication and Dee Hassett presentation. It will be a children's event; there are 106 books to give out and we agreed to get stickers for the books. Jen will check with Dee to find a date for a Saturday in September for the dedication but wishes to keep the actual event a secret from Dee.

D. Old Business:

1. Library Lot Update & Building Update

- LChip article to be framed for presentation to Jeff's family once we know when they will be visiting the area.

- Lot update \$9200.00
- Final reconciliation needed by December
- Hoyt \$ for lawn, grading, 4 posts must be on Main Street

2. COVID

- Programs are still being held outdoors
- Jen reserves the right to require masks as events unfold, no plans to close again
- Curbside pickup still available
- All staff vaccinated

3. A/C Update

- Jen can apply for a grant to subsidize the cost
- Town has allocated \$20,000 for the A/C Unit costs

4. Book Sale

- Maureen will contact a company to pick up the unsold books
- Currently the Library is not accepting book donations for sale as we still have many boxes in the basement
- Judi has already reserved the community room for next year's book sale, which is scheduled for the 3rd Saturday of July (7/16/2022)

5. Accepting Donations

- 4 Square Church - \$1000: Judi motioned to accept. Shannon seconded. Motion passed
- Charles Schwab - \$500: Diane motioned to accept. Judi seconded. Motion passed.
- Dorothy VonBargen - \$150: Karen motioned to accept. Maureen seconded. Motion passed.
- George and Charlotte Grabe - \$2000 for one lamp post: Judi motioned to accept. Diane seconded. Motion passed.
- Trustees agreed that thank you notes should be sent for the donations and will ask Becky to do this.

E. New Business:

1. Librarians' Reviews

- Library staff reviews have been requested by town HR Diane Dezan; this has never been asked before
- Staff Reviews are kept and locked by the trustees
- Discussion and agreement to continue to hold on to the reviews

F. Adjournment: Motion to adjourn was made by Diane, Shannon seconded. Motion Passed. The meeting adjourned at 5:44.

Next Business Meeting: Wednesday, September 8th, 2021

Minutes Submitted by Karen Haskell